

Mac OSX: Setting Up a Network Printer

PREPARATION

To install a network printer, you must know the printer's **Manufacturer**, **Model Name**, and **IP Address**:

- * the **Manufacturer** and **Model Name** can be found on the printer case – for example HP LaserJet 4000N
- * The **IP Address** can be found on a label attached to the printer – for example 10.1.1.2

SETUP

1. Launch Applications/Utilities/Printer Setup Utility
(in OSX.3.x users may also Click on the Apple in the top left hand corner and select System Preferences or select System Preferences in the Dock, Click on Print and Fax under the Hardware section, then Click on Set Up Printers to launch the Printer Setup Utility)
2. Click on Add at the top of the Printer List dialog box
3. Select IP Printing from the first drop-down menu
4. Select LPD/LPR from the second drop-down menu
5. Type the **IP Address** of the printer into the Printer Address field
6. Type "print" in the Queue Name field
7. Select the printer's **Manufacturer** from the Printer Model drop-down menu
8. Click on the **Model Name** in the field that appears below the Printer Model menu
9. Click on Add
10. If the printer installs successfully, it will appear in the Printer List
11. Select the IP Address of the printer then click Show Info
12. Change the Printer Name from the IP Address to one familiar for that printer (i.e. field color)
13. Choose Installable Options from the drop-down menu in this window.
14. Select Optional Trays and/or check Duplex Unit if these features are available for this printer
15. Click Apply Changes and close the window
16. Add additional printers, or Quit the Printer Setup Utility